

1156 SECOND LEVEL SCREENING

Chapter: **Child Protective Field Services**

Section: **CPS Central Intake**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **17-48**

Effective Date: **August 2017**

Scheduled Review Date:

Approved:


Christine Tappan, Interim DCYF Director

Related Statute(s): [RSA 169-C](#)

Related Admin Rule(s):

Related Federal Regulation(s):

Related Form(s):

Bridges' Screen(s) and Attachment(s):

Everyone deserves to be safe. The Division for Children, Youth and Families strives to be minimally intrusive into a family and ensure a thorough screening of referrals of child abuse and neglect. At times, this screening may lead to identification that an Assessment is not required. In these circumstances, the Division uses a Second Level Screening.

Purpose

To establish policy and procedure for the district office to determine whether a referral received from Central Intake warrants a DCYF Assessment.

Definitions

"Caregiver" means a person responsible for a child's welfare as defined in RSA 169-C: 3, XXII, including the child's parent, family member, relative, guardian, foster parent, and other individual responsible for the care of the child while in out-of-home care.

"Child" means any person who has not reached his or her 18th birthday (Child Protection Act, RSA 169-C:3, V) and any person with whom DCYF has a legal, extended jurisdiction relationship pursuant to RSA 169-B, RSA 169-C, RSA 169-D, or RSA 463.

"Contact" means a telephone call, oral information provided in person, or written information received by DCYF regarding concerns about the care or maltreatment of a child.

"CPSW" or **"Child Protective Service Worker"** means an employee of DCYF who is authorized by the Division to perform functions of the job classification Child Protective Service Worker.

"DCYF" or the **"Division"** means the Department of Health and Human Services' Division for Children, Youth and Families.

"Parent" means mother, father, step parent, adoptive parent, but the term shall not include a parent as to whom the parent-child relationship has been terminated by judicial decree or voluntary relinquishment. (Child Protection Act, RSA 169-C:3, XXI).

"Second Level Screening" means information received by Central Intake that has been determined by the District Office not to require an Assessment.

Policy

- I. Referrals received by Central Intake are sent to the District Offices to make a face-to-face contact pursuant to standard timeframes with the child/victim and contact with the caregiver to determine if an Assessment is required.
 - A. The following guidelines are used to determine if a referral is a second level screening:
 - 1. No concerns for abuse and/or neglect;
 - 2. No indication of domestic violence or substance abuse;
 - 3. Living conditions of the home are safe and do not present a risk of harm to the child;
 - 4. Prior reports, if any, were reviewed and there is no indication that current circumstances are a safety concern or present risk of harm to the child at this time; and
 - 5. Family has accessed services, if needed.
 - B. If the allegations warrant further investigation, then an Assessment is initiated.
- II. A second level screening must be identified and documented within 10 business days.

Procedures

- I. Intake Supervisor:
 - A. Sends all accepted referrals to the District Office inbox for assignment
- II. Assessment Supervisor:
 - A. Assigns the referral to an Assessment CPSW;
 - B. The Supervisor discusses with CPSW all contacts and information gathered, after face-to-face contact is made with the child/victim and contact is made with the parent(s); and
 - C. Reviews available information to determine if it meets the criteria for a second level screening or an Assessment.
 - D. If the referral is screened at the Second Level, it is forwarded to the Field Administrator for approval within 10 business days.
- III. Assessment CPSW:
 - A. Makes an initial face-to-face contact with the alleged victim and contacts the parent/caregiver;
 - B. Discusses information with Supervisor to determine if an Assessment is required;
 - C. If an Assessment is warranted then the CPSW continues with the procedure described under Assessment Process in [DCYF Policy 1170](#);

D. If screened at the Second Level:

1. Includes in Referral Notes Screen of BRIDGES the statement "this is a second level screening because" and states/describes the following:
 - (a) CPSW name;
 - (b) Date;
 - (c) Location;
 - (d) Who was interviewed; and
 - (e) A detailed summary of the interviews and contacts.
2. Documents all information pertinent to the referral; and
3. Upon Field Administrator approval, forwards the paper file to the Central Intake Unit for inclusion in the "screen out" file, including the parent's rights brochure, releases, and all documentation received, including a printout of the contact log from Bridges.

IV. Field Administrator:

- A. Approves or declines the request for a Second Level screening within five (5) business days, based on the information provided by the Assessment Supervisor;
- B. If approved, requests that the Central Intake Unit rollback the referral.